

THE CLOSE-OUT AND ACCOMPLISHMENT REPORT OF THE 2002/03 MENTORING PROGRAM

Informational Background

The Department of Commerce (DOC) is committed to the continual development of its employees and to maintain a highly qualified and diverse workforce. The mentoring program was a 12-month program designed to help employees enhance their career goals through developmental training and workshops.

The 2001 program was a pilot program that accommodated 25 partnerships (50 employees). While the 2002/03 Mentoring Program could have accommodated up to 50 partnerships (100 employees), there were 38 partnerships established at the beginning of the program and 34 at its conclusion. The 2002/03 Mentoring Program was opened to headquarter employees and to those from the Bureau of the Census, the National Institute of Science and Technology, the National Oceanic and Atmospheric Administration and the Patent and Trademark Office.

Accomplished Workshops

- (1) *DiSC Personal Profile System 2800 to Understand Personal Behavior* - offered different approaches to understanding personal behavior, like how to respond to problems and challenges, how to influence others to your point of view, how to respond to the pace of the environment, and how to respond to rules and procedures set by others.
- (2) *The Myers and Briggs Indicator Type* - offered different approaches to understanding personal behavior and how it affects one in the workplace and social environment.
- (3) *Creating a Personal Vision* - allowed mentoring participants the opportunity to “think” in an uninterrupted way when creating their own visions of success.
- (4) *Information on Interviewing and Shadowing for Success* - showed mentorees how to conduct an effective interview that produced decisive outcomes.
- (5) *Motivation - I Have My Goals.....Now What? Where to Go From Here* - allowed creative ways to get momentum started to get what you want, and to think strategically about how to accomplish your goals.
- (6) *Writing and Grammar and Usage* - allowed mentorees to improve their writing skills by concentrating on the proper use of sentence construction, abbreviations, quotations, and capitalization.

Other Accomplishments

The Summer and Fall 2003 Issues of the Mentoring Edge Newsletters - The newsletters was designed to inform participants of upcoming activities and events related to mentoring, career development, and leadership. The newsletters also provided articles and success stories of the mentoree and mentor partnerships.

Promotion and Reassignment Opportunities - Two mentorees were promoted within the Department, and one mentoree (GS-12) was promoted to a GS-13 position at an outside agency. In addition, one mentoree was reassigned to a supervisory position, while two mentorees were reassigned to positions within their immediate offices.